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APPLICATION FOR RECORDS RETENTION SCHEDULEGeorgia Department of Labor  
Employment Security Agency  
Administrative Services Division  
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address  Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit 154 Washington Street, Atlanta, Ga 30334	Application Number <b>80-393</b>	
Application Number		Date Received NOV - 4 1980	Date Completed DEC 2 1980
2. Person to Contact  Bill Reynolds or Paul Crawford		Working Title  Unit Supervisor	Telephone Number  656-3074
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest  1974      current	5. Records Series Title (followed by title used in office; if different)  Unpaid Terminated CETA Classroom Training Certification Cards		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Unemployment Insurance Service plans and directs the determination of employer liability, collection of tax and wage reports, and processing of claims in accordance with the Georgia Employment Security Law and the federal Unemployment Compensation programs.  Claims Administration supervises the receipt, processing and payment of claims for unemployment compensation benefits.  The Special Programs Payment Unit supervises the processing of training allowance payments, work experience and work incentive program payments.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to:      certifying benefits issued for classroom training  Included are:      CETA 61A, 80-column tab card which includes training project number, name, social security number, and date of last check received.  See also unpaid terminated CETA classroom training files    File is arranged: numerically by      social security number			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old      10      ; Seven to twelve months old      1      ; Thirteen to twenty-four months old      1      ; twenty-five months and older      1      ?			
9. Annual Rate of Accumulation of Records Letter-size drawers      ; Legal-size drawers      ; Shelves      ; Other (specify)      2 tab card boxes  annually			

(Over)

ESA-144 (3/80)  
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Is this the official copy of the series? If not, where is it?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Employment Security Law 54-637
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Is this a vital record?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Does this series have historical or long term research value?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	j. Does the record series result in a computer printout? check register report: see note below

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                      |                                   |                      |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law             | <u>4</u> years.      | d. Audit period                   | <u>      </u> years. |
| b. Statute of limitation | <u>7</u> years.      | e. Administrative need            | <u>1</u> years.      |
| c. Federal Law           | <u>      </u> years. | f. Federal retention instructions | <u>3</u> years.      |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Check register report: retained permanent, until scheduled, in general fund control; all other copies including those in field offices without terminals are reference paper files

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year, ☒ Federal fiscal year, ☐ Other        then.

☒ Hold in the current files area 24 month(s)        year(s); then

☐ Transfer to local holding area; hold        year(s); then

☒ Transfer to State Records Center; hold 6 year(s); then

☒ Destroy. NOTE: These files may not be destroyed until all federal audit questions are resolved.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. Kailey</i>	<u>10/30/80</u>	<i>William P. Phelan</i>	<u>10-29-80</u>
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
<i>Walter Brown</i>		<i>Michael V. Buckley</i>	<u>10/28/80</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		<u>11-26-80</u>
	Secretary of State/Designee	<i>Carroll Hart</i>	<u>11-25-80</u>
	Attorney General/Designee	<i>Robert J. Sweet</i>	<u>12-1-80</u>